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ABSTRACT

The purpose of this learning activity packet is to acquaint students of Spanish as a second language with letter-writing in Spanish. Upon completion of the packet, students should be able to: (1) identify some of the major differences in mailing customs between the U.S. and Hispanic countries, (2) read and write mailing and return adresses, (3) read and write informal letters at the students' level of Spanish proficiency, and (4) read and write some types of business letters at the students' level of Spanish proficiency. Verb tenses in the packet are restricted to the present and the preterite. The packet is divided into four lessons: (1) Mailing Customs, (2) Addresses and Envelopes, (3) Informal Letters, and (4) Business Letters. A self-test is found at the end of each lesson, and a series of summary exercises concludes the packet. (CLK)

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opciones

SPANISH CORRESPONDENCE

LEVEL I

LEARNING ACTIVITY PACKET

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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1977

INTRODUCTION

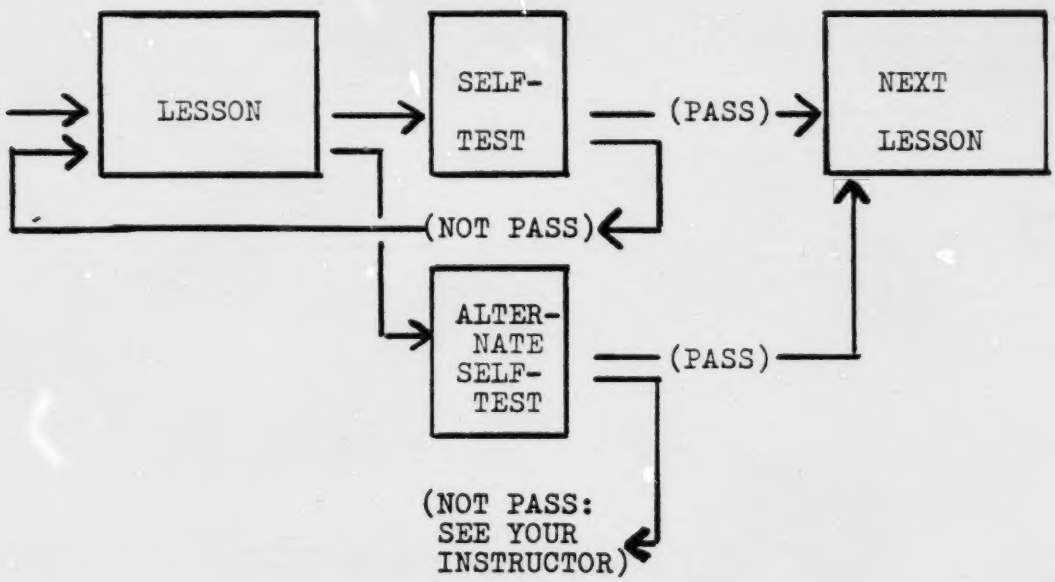
The purpose of this learning activity packet is to acquaint you with letter-writing in Spanish. When you successfully complete the packet, you will be able to (1) identify some of the major differences in mailing customs between the U.S. and Hispanic countries, (2) read and write mailing and return addresses, (3) read and write informal letters at your present level of Spanish studies, and (4) read and write some types of business letters at your present level of Spanish.

Verb tenses in this packet are restricted to the present and preterite. Your seccess in this packet will partly depend on your mastery of these tenses. The following common verbs will be reviewed:

abrazar	mandar
amar	participar
contestar	prometer
dar	querer
decir	recibir
estar	salir
ganar	saludar
ir	tener
llamar	ver
llevar	volver

INSTRUCTIONS

Read each lesson and re-read it if necessary, answering study questions as you proceed. At the end of the lesson, you will find a short self-test. Take it and grade yourself. If you do not pass the self-test, study the lesson again and take the alternate self-test. Proceed to the next lesson only if you pass the self-test or the alternate self-test. If you fail to pass either, see your instructor. In other words, your procedure in each lesson will be:



When you have completed all the lessons, you will be asked to read and write two letters and prepare two envelopes.

LESSON I: MAILING CUSTOMS

MAILING FROM THE U.S. If you write to a Hispanic country from the United States, there are a couple of facts you should keep in mind. First, you should remember that a letter sent by ordinary mail may get there by boat and take several weeks to arrive, so you should probably do all correspondence by airmail. By agreement between the two countries, normal U.S. postal charges are also valid for mail sent to Mexico, but in the case of mail sent to other countries, you should always check with the Post Office for current rates.

Next, remember that not all the Hispanic countries operate as free democracies. It is unlikely that your mail will be opened and read, but you should be cautious about compromising remarks sent to friends or business acquaintances in certain countries. Be guided by your knowledge of the current political situation in that country.

****

NOW ANSWER THESE QUESTIONS. CORRECT ANSWERS WILL ALWAYS BE FOUND AT THE BOTTOM OF THE FOLLOWING PAGE.

As a general rule, it is usually best to mail by _____.

It (does does not) cost more to mail to Mexico.

Mail sent to some countries may be _____.

****

MAILING FROM A HISPANIC COUNTRY. Many residents prefer to rent a post office box (apartado postal) at the post office (correo) or at a local branch office (sucursal de correo). This is because daily delivery by mailman is sometimes not convenient or dependable. For example, rural-type mail boxes at the roadside are unknown, so the cartero's personal delivery may not be easy. Due to the common Hispanic architectural feature of exterior walls and gates, he may have to ring a buzzer and wait. Also, the cartero shows up at religious and patriotic holidays for his traditional tip. In short, many persons prefer to dispense with his services.

Mail costs may be higher than in the United States, so it is customary to purchase extra-thin envelopes and writing paper sold especially for airmail. Stamps may be purchased not only at the post office or branch office, but also in stationery shops, magazine stands, tobacco shops, and also in hotels.

Important mail is normally registered or certified (certificado), that is, stamped and numbered in your presence at the time of mailing, and sent by special handling. In some countries, even greeting cards are sent this way because popular belief has it that postal employees soak off stamps and sell them on their own, and the letter is lost.

****

airmail
does not
opened and read

If you do your own mailing, find out what the typical mailbox (buzón) looks like, by shape and distinctive colors, in that particular country. Many an unwitting tourist has solemnly deposited his postcards and letter into a trash container!

****

Many Hispanic residents prefer a _____ to delivery.

To have mail certified, you must go to the central post office or to a _____.

Mailboxes for collection (are are not) similar in appearance from one country to another.

Supply these words in Spanish: post-office box _____

_____; mailman_____; post office_____.

LESSON I: SELF-TEST

CIRCLE T OR F:

Mail to Hispanic countries is most often sent airmail.

T F

Correo certificado cannot be delivered to your home.

T F

Cartero is the Spanish equivalent for mailbox.

T F

A sucursal is known in English as a branch office

T F

People sometimes prefer office-stamped to letters with postage stamps.

T F

The postal service sends bills on national and religious holidays.

T F

By agreement, Mexican mail costs little more than U.S. mail.

T F

It is very likely that mail to Hispanic countries will be censured.

T F

CHECK YOUR ANSWERS. IF YOU MAKE MORE THAN ONE ERROR, REPEAT THE LESSON AND TAKE THE ALTERNATE SELF-TEST.

****

post-office box
branch office
are not
apartado postal; cartero; correo (this also means mail)

LESSON I: ALTERNATE SELF-TEST

CIRCLE T OR F:

Mexican-U.S. agreements make it possible to send mail from the U.S. to Mexico without extra cost.

T F

Rural mailboxes in Hispanic countries look different

T F

Apartado postal means post-office box.

T F

Mail is brought to your home by a sucursal

T F

You can mail your letters at the correo.

T F

Mail costs per ounce in Hispanic countries are about equivalent to those in the U.S.

T F

You can buy stamps at magazine stands in some countries.

T F

A letter from the U.S. to Chile is best sent by airmail.

T F

CHECK YOUR ANSWERS. IF YOU MADE MORE THAN ONE ERROR, SEE YOUR INSTRUCTOR.

****

T F F T T F F F

LESSON II: ADDRESSES AND ENVELOPES

****

T F T F T F T T

Look carefully at these envelopes and answer the questions.

(SELLO)

Sr. D.
Joaquín FERNANDEZ
Avda. del Generalísimo 49
Madrid 6 - ESPAÑA

(SELLO)

Srta. Rosa Zumárraga
González Prada 241
LIMA - PERU

****

A person's name, the city, or the country may often be underlined or written in _____ _____.
Sr. D. is _____ _____ abbreviated.
Señorita may be written as _____ in short form.

(SELLO)

Sr. José Quintín y Sra.
Apdo. Postal 1225
Sucursal de Correos B
POR AVIÓN Guanajuato, Gto., MEXICO

(SELLO)

Sr. Pedro Vargas y familia
Calle Simón Bolívar 224
Caracas - VENEZUELA
CORREO AÉREO

****

The street _____ always follows the street name.

Mr. and Mrs. is written _____.

AIRMAIL in Spanish may be written CORREO AÉREO or _____

_____.

The Spanish word for stamp is_____.

****

capital letters
Señor Don
Srta.

****

_____ or its abbreviation Rte. are equivalent to English FROM.

Apdo. Postal means _____ in English.

It is common to put the return address on the _____ of the envelope.

This letter has been _____ at the post office.

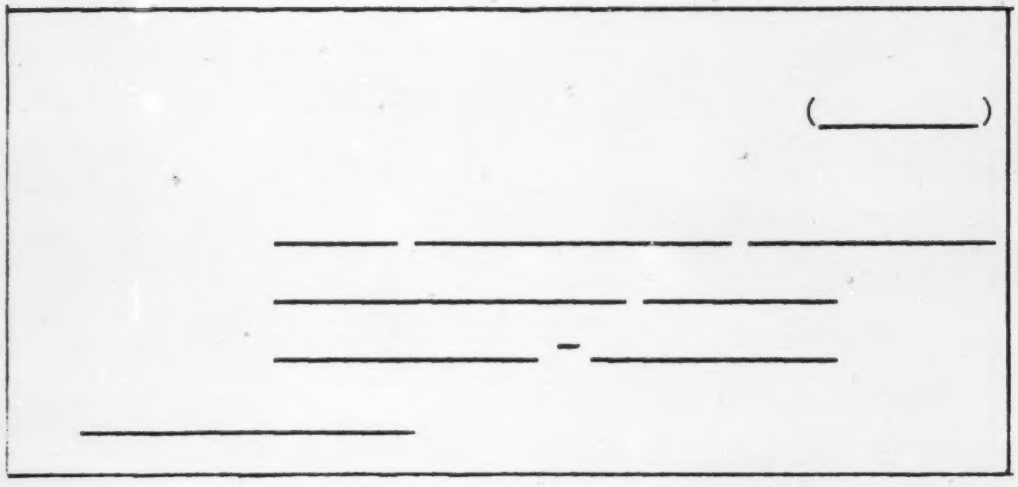
****

number
Sr. ----- y Sra.
POR AVIÓN
sello

LESSON II: SELF-TEST

Address the envelope by filling in the blanks with:

POR AVIÓN	SELLO
URUGUAY	454
Calle Salinas	Sr.
y familia	Montevideo
Fernando Dueñas	



CHECK YOUR ANSWERS ON THE FOLLOWING PAGE. IF YOU MADE ANY ERRORS, REPEAT.

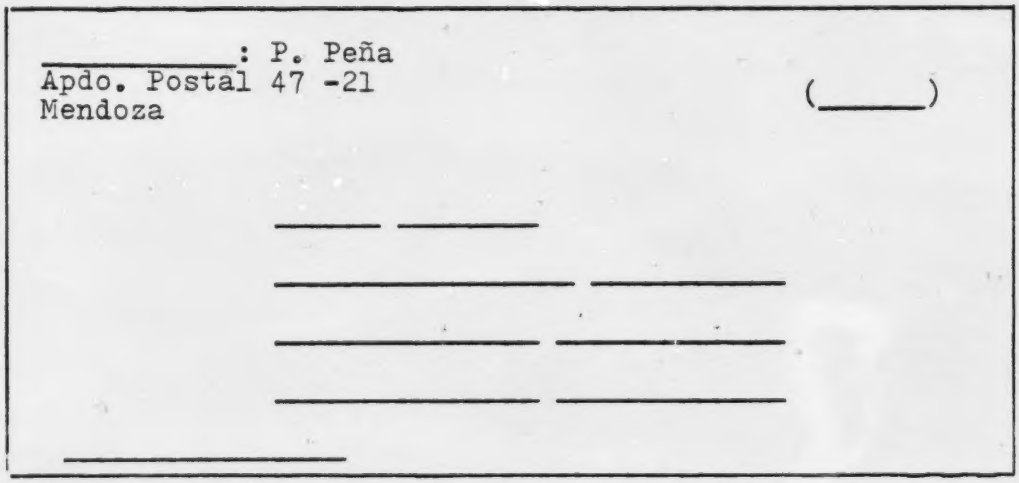
****

Remite
post-office box
back
certified

LESSON II: ALTERNATE SELF-TEST

Address the envelope by filling in the blanks with:

y Sra.	Emilio Barceló
Avda. Parra	Argentina
POR AVIÓN	SELLO
614	Sr.
D.	Buenos Aires
Remite	



CHECK YOUR ANSWERS ON THE FOLLOWING PAGE. IF YOU MADE ANY ERRORS, SEE YOUR INSTRUCTOR.

****

POR AVIÓN

Sr. Fernando Dueñas y familia
Calle Salinas 454
Montevideo - URUGUAY

SELLO

LESSON III: INFORMAL LETTERS

From this point on, words or phrases that you are not likely to know will be translated in the margin.

Remite
Sr. D.
Emilio Barcelo y Sra.
Avda. Parra 614
Buenos Aires - Argentina

POR AVIÓN

SELLO

GREETINGS AND ENDINGS. Spanish letter-writing has its own language and expression, just as does English. Here are some common greetings:

Querido amigo Jorge:	
Mis queridos padres:	
Muy estimado Juan:	esteemed
Muy querida Tía:	

****

Two rough equivalents of <u>dear</u> in Spanish are _____ and _____.

****

You will find much more in the way of flowery and effusive phrases in Spanish letters. Expressions of great endearment and cordiality are expected. The letter may simply end with

Atentamente,	or	courteously
Cordialmente,		cordially

but more commonly it will close with a longer, third-person phrase such as

Te abraza tu fiel amigo,	hugs faithful
Besos cariñosos para ti, y abrazos para toda la familia,	kisses affectionate
Recibe, querido Pepe, un fuerte abrazo de tu amigo,	big hug
Recibe este caluroso saludo de tu siempre fiel amigo,	warm ever-faithful

****

From the preceding lists, write the phrases that best fit the following:

Affectionate kisses to you, and hugs to all the family,

_____

_____

Cordially (yours),

_____

A hug from your faithful friend,

_____

Sincerely (yours),

_____

Receive this warm greeting from your ever-faithful friend,

_____

_____

Receive, dear Pepe, a big hug from your friend,

_____

_____

A big hug from your faithful friend José, and greetings to your family,

_____

_____

****

querido (-a, -os, -as)
estimado (-a, -os, -as)

Various shortened phrases and catch-phrases are also used. The following are common in letters but are seldom used elsewhere:

ésa	(for esa ciudad)	your city
atenta	(for atenta carta)	letter
grata	(for grata carta)	letter
última	(for última carta)	latest letter
el pasado	(for el mes pasado)	last month
el próximo pasado	(for el mes próximo pasado)	last month
el corriente	(for el mes corriente)	this month
estas líneas	(these lines)	this note

****

Give English equivalents to the following:

Las vacaciones que pasamos en ésa . . .

_____

Recibí tu atenta del 22 del corriente . . .

_____

Gracias por su muy grata del 15 del pasado . . .

_____

Le mando estas líneas para decirle . . .

_____

****

Besos cariñosos para ti, y abrazos para toda la familia,
Cordialmente,
Te abraza tu fiel amigo, (or) Un abrazo de tu fiel amigo,
Atentamente,
Recibe este caluroso saludo de tu siempre fiel amigo,
Recibe, querido Pepe, un fuerte abrazo de tu amigo,
Un fuerte abrazo de tu fiel amigo José, y saludos para toda tu familia,

READ CAREFULLY THE FOLLOWING LETTERS AND ANSWER THE QUESTIONS:

Albuquerque, 2 de junio

Mi muy querido Juan:

Veo con horror que no contesté a tu atenta del mes pasado. Sólo quiero decirte que, como nos prometió a mi hermanita Josefina y a mi, promised papá nos llevó a la playa y de allí a las montañas, took beach y pasamos unas vacaciones estupendas, ¡pero estupendas! Volví a la universidad con verdadera tristeza, sadness y ahora tengo que estudiar muchísimo.

Los libros llaman. Te escribo más el domingo, porque el sábado hay fiesta. Muchos abrazos de tu prima

Lola

****

Mi muy querido Juan would change to ____ _____

_____ María, or _____ _____

_____ abuelos.

Give in English: tu atenta _____;

del mes pasado _____;

nos llevó a la playa _____

_____; Muchos abrazos de tu prima _____

_____;

pasamos unas vacaciones estupendas _____

****

The vacation we spent in your city . . .
I received your letter of the 22nd of this month . . .
Thank you for your letter of the 15th of last month . . .
I am sending you this note to tell you . . .

El Paso, 6 de agosto de 1977[1]

Estimado Gustavo:

Te mando estas líneas para decirte que participé ayer en el Campeonato de Tenis de nuestro Club de Deportes, y ¡gané! Gracias, mil gracias por las lecciones que me diste el verano pasado.

Saludos a tu novia Adela, y recibe un abrazo cordialísimo de tu amigo y fanático tenista,

Rafael

****

Translate: te mando estas líneas_____

_____;

las lecciones que me diste_____

_____;

recibe un abrazo cordialísimo _____

_____

****

[1]You may still occasionally see 1.977, but this is no longer common. Remember that Spanish traditionally uses commas where we put periods, and vice versa, in writing numbers.

****

Mi muy querida; Mis muy queridos
your (kind) letter
of last month
took us to the beach
lots of hugs from your cousin
we had a terrific vacation

Santiago, 12 de mayo de 1977

Querido papá:

Ya que estamos en primavera y están cerca los exámenes, te mando estas líneas para decirte que estoy bien en química y en matemáticas, pero no sé qué voy a sacar en inglés. El profesor es exigente y suspende a muchos. Nellie no salió bien en sus exámenes, pero salió aprobada en todo. Ella tiene mucha suerte, ¿no? Si salgo aprobado en inglés voy a estar muy contento, porque no quiero repetir el curso.

Now that

get (grade)
hard flunks

passed

Recibe un beso de tu hijo que te quiere mucho,

Benito

****

The year 1977 may also be written _____;

Translate:

no sé que voy a sacar _____

_____;

suspende a muchos _____;

salió aprobada _____;

tiene mucha suerte _____;

no salió bien _____

****

I am sending you this note
the lessons you gave me
receive (here's) a very cordial hug

FILL IN THE BLANKS WITH AN APPROPRIATE WORD OR PHRASE:

San José, 16 de enero de 1977

Muy _____ Juan:

Ayer _____ (recibir) tu muy _____ del 5, en la que me _____ (decir) que tu papá no _____ (querer) darte un carro deportivo, pero él que va a darte una bicicleta. ¡Qué desilusión! Pero ya sabes que ahora vas a estar sano y fuerte como nunca, y con el precio de gasolina, ¡menos mal! Hay que tener paciencia, ¿no? ¿ _____ (ir) a llevar a tu novia a las fiestas en tu bicicleta? ¡Qué risa!

sport car
disappointment
healthy
it's not so bad
laugh

Sin más por el momento, te _____ (mandar) un abrazo tu amigo que _____ (tener) un Fiat nuevo, regalo de Navidad.

Chalo

****

1.977
I don't know what I'm going to get
flunks a lot (of people)
passed
is very lucky
did not do (come out) well

LESSON IV: SELF-TEST

FILL IN THE BLANKS USING THE FOLLOWING LIST:

muchos besos	visitarte
querida	regalo
buena	estás
sé	ésa
te	gracias
mandaste	septiembre
1977	

Alalca, 16 de_____de____

_____ tía Anita:

No _____ cómo darte las _____

por el lindísimo _____que me _____ very pretty

para mi cumpleaños. ¡Eres tan_____!

¿Cómo _____? ¿Y mi tío? Jorge y

yo vamos a estar en _____ el mes que

viene, y _____ llamo al llegar, para

_____ a ti y a mi tío.

_____,

Juanita

CHECK YOUR ASWERS ON THE NEXT PAGE. IF YOU MADE ANY ERRORS, REVIEW THE LESSON AND TAKE THE ALTERNATE SELF-TEST.

****

estimado (or) querido; recibí; grata (or) atenta; dices (or) dijiste; quiere (or) quiso; dice (or) dijo; vas; manda; tiene

LESSON IV: ALTERNATE SELF-TEST

FILL IN THE BLANKS BY USING THE FOLLOWING LIST:

manda	llamé
es	dijo
querida	abril
puedo	decirte
tengo que	ves
está	besos
fiesta	1977

San Isidro, 6 de _____de_____

Mi muy _____ Beti:

Lamento _____ que no _____ ir contigo a la _____ _____ en casa de Sandra. Mi mamá _____ que _____ ir a la fiesta de cumpleaños de mi tía Remigia, y como _____, _____ imposible ir a la fiesta de Sandra. _____ a Enrique, y ¡_____ furioso! Te _____ muchos _____.

Nelda

CHECK YOUR ANSWERS ON THE FOLLOWING PAGE. IF YOU MADE ANY ERRORS, SEE YOUR INSTRUCTOR.

****

septiembre; 1977, querida; sé; gracias; regalo; mandaste; buena; estás; ésa; te; visitarte; Muchos besos

LESSON V: BUSINESS LETTERS

****

abril; querida; decirte; puedo; fiesta; dijo; tengo que; ves; es; Llamé; está; manda; besos

GREETINGS: Hispanic business letters have their own particular language too, and this lesson can only serve as a brief introduction to the many specialized words and phrases used in commerce. Just as the case of informal letters, you will find more flowery phrases than we are used to in English. Not too long ago businessmen wrote grandly of kissing each others' feet! Nowadays the more common greetings are similar to these:

Muy señor mío:
Distinguido señor: distinguished
Muy estimado Sr. Vargas:

****

The above in the plural would be written:

_____

_____

_____

****

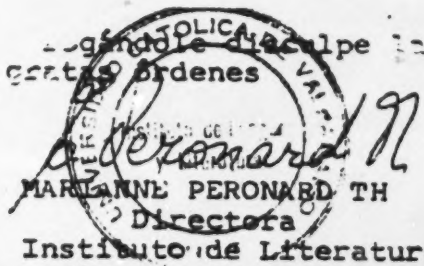
TITLES AND CLOSINGS: As you read business letters, look for elaborate signatures and grand titles such as Señor Doctor, Sr. Licenciado (something like a Master's Degree), and Señor Ingeniero (a scientific degree). The title and signature are often accompanied by a stamp or official seal as well. Below are some samples

of signatures and titles:

Alejandro Sánchez
DIRECTOR

Atentamente

CENTRO DE ARTES Y LENGUAS, S.C.
Xavier Sotelo H.
Presidente.



MARIANNE PERONARD TH
Directora
Instituto de Literatura
y Ciencias del Lenguaje

Among the commoner closing statements are:

Le saluda atentamente,	greets
Quedo de usted cordialmente,	I remain
Me reitero como su seguro servidor,	I remain your faithful servant
En espera de sus gratas noticias,	Awaiting your kind reply
Muy atentamente,	

****

Study the above phrases, then see how many you can write by memory below. Then study the remaining and write them from memory, and so forth, until you have completed the list.

_____

_____

_____

_____

_____

****

Muy señores míos:
Distinguidos señores:
Muy estimados señores Vargas:

USEFUL PHRASES: Here are some other words and terminology you will need in reading and writing business letters in Spanish:

acusar recibo	to acknowledge receipt
pedido	order, request
despachar	send, ship
me es grato	I am happy to
me complazco en	I am happy to
seguro servidor (abbr.- s.s.)	faithful servant
afectísimo (abbr.- afmo.)	very devoted
atento (abbr.- atto.)	cordial
comunicar	inform
participar	inform
remitir	send
adjuntar	enclose
compañía (abbr.-cía.)	company
sociedad anónima (abbr.- s.a.)	corporation

****

MATCH THESE PHRASES:

_____ su muy grata del 12 próximo pasado	1. we are shipping to you
_____ acusamos recibo	2. your letter of the 12th of last month
_____ de Ud. affmo., atto., y s. s.	3. your order arrived there
_____ nos es grato comunicarles	4. we are happy to inform you
_____ le despachamos a Ud.	5. we acknowledge receipt
_____ su pedido llegó a ésa	6. very truly yours
_____ muy distinguidos señores	7. dear sirs

READ THESE LETTERS CAREFULLY AND TRANSLATE THE UNDERLINED INTO EQUIVALENT ENGLISH PHRASES:

Muy señores míos:

Me es grato remitirles un cheque por US$[1] 259.74 como pago por sus servicios del 12 del corriente.

check
payment

Les doy las gracias por su trabajo, que fue completamente satisfactorio, y me reitero de Uds.

satisfactory

atentamente,

Arturo Pérez C.

_____

_____

_____

_____

_____

[1] US$ indicates U.S. dollars. Other countries also use the $ symbol to indicate their own currency, such as pesos. Mexico, for example, would indicate the above sum in pesos thus: $259.74M.N. (moneda nacional).

****

2, 5, 6, 4, 1, 3, 7

Muy distinguido señor Padilla:

Acuso recibo de su pedido del 9 del corriente, y del cheque que usted mandó adjunto. Me complazco en comunicarle que despaché su pedido inmediatamente, y que los géneros van a llegar a su domicilio dentro de unos pocos días.

enclosed
goods
home address

Le doy las gracias por su pedido, y me reitero de Ud. atto. y s. s.

Raúl Barcoli

R. BARCOLI Y CÍA.

****

Dear sirs
I am pleased to send you
of the 12th of this month
I thank you
I remain yours truly

FILL IN THE BLANKS WITH THE CORRECT PRESENT OR PRETERITE VERB FORM AND READ THE FINISHED LETTER CAREFULLY FOR EXACT MEANING:

28 de agosto de 1977

Estimados señores:

_____ saber si _____ posible
querer ser
mandarnos un catálogo o lista de precios de su famosa línea de camisas BEACH BOY. Mi compañía _____ ampliar su surtido de camisas y el año pasado ustedes _____ que este año _____ a tener una línea nueva. Nuestro gerente de compras _____ en Nueva York el mes pasado, y allí _____ sus camisas en la Exposición Internacional.

querer
decir
ir
estar
ver

increase stock
purchasing
Exhibition

En espera de su grata respuesta, me reitero de Uds. muy atentamente

reply

Jaime Acosta

GERENTE DE IMPORTACION

manager

****

Dear Mr. Padilla
I acknowledge receipt of your order
I am pleased to inform you
I shipped your order
I remain yours very truly

ANSWER THE PREVIOUS LETTER BY FILLING IN THE BLANKS WITH APPROPRIATE WORDS OR PHRASES:

2 de septiembre de 1977

_____ Acosta:

_____ de su grata carta del 28 _____, en la que Ud. pide un catálogo o lista de precios de nuestras camisas BEACH BOY. Nos _____ en _____le nuestro catálogo, que es completamente nuevo.

En _____ de sus pedidos, le saluda _____, _____, y s. s.

Lic. Miguel F. Ordaz

GERENTE GENERAL DE EXPORTACION

****

quiero / queremos (alternate)
es
quiere
dijeron
van
estuvo
vio

(There are additional correct answers in other tenses. If you are in doubt, consult with your instructor.)

LESSON IV: SELF-TEST

GIVE ENGLISH EQUIVALENTS TO THE PHRASES BELOW:

Me reitero su seguro servidor

_____

Remitimos adjunto un cheque

_____

Muy señores míos

_____

despachamos su pedido

_____

acusamos recibo de su grata

_____

tenemos su atenta del 4 p. pdo.

_____

soy de Uds. atentamente

_____

en espera de su grata respuesta

_____

le doy las gracias

_____

me es grato despachar

_____

****

Muy estimado / Estimado / Muy distinguido / Distinguido
Acusamos recibo / Acuso recibo
del mes pasado / del próximo pasado / del p. pdo.
complacemos (es grato is incorrect because <u>en</u> follows)
espera
affmo., atto. / afectísimo, atento (seldom written out)

LESSON IV: ALTERNATE SELF-TEST

GIVE ENGLISH EQUIVALENTS TO THE PHRASES BELOW:

Le saluda atentamente

_____

soy de Ud. s. s.

_____

acuso recibo de su muy atenta

_____

Distinguidos señores

_____

Juan Banta, Gerente, POMEX S. A.

_____

me complazco en despachar

_____

en espera de su atenta

_____

estuve en ésa el 12 del corriente

_____

nos es grato comunicarle que

_____

soy muy de usted cordialmente

_____

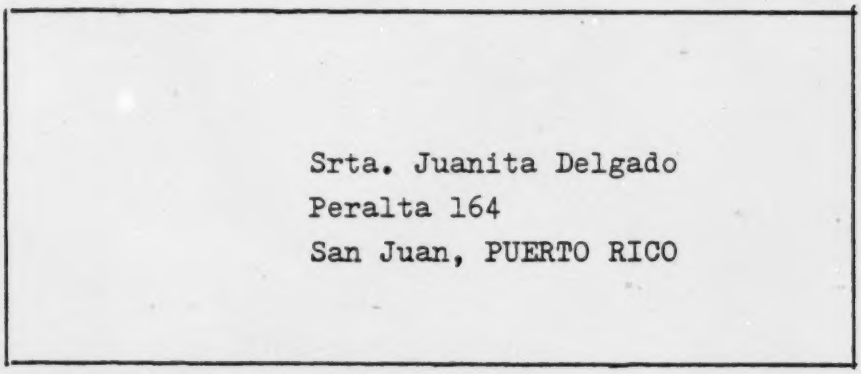
****

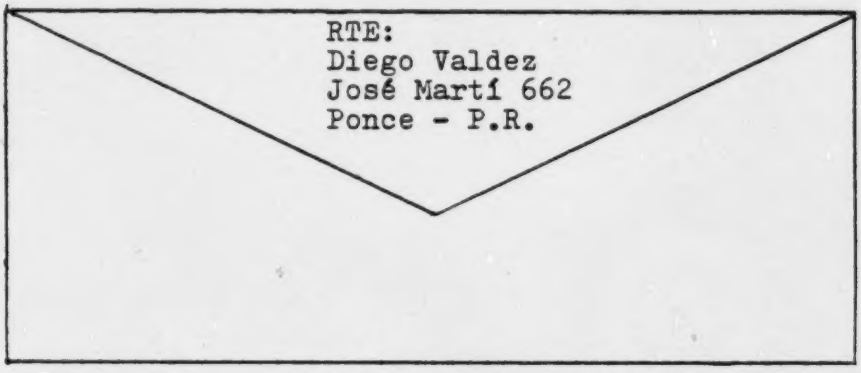
YOUR ANSWERS SHOULD BE SIMILAR IN MEANING TO THESE. IF YOU MISS MORE THAN TWO, REPEAT THE LESSON. I remain yours truly; we are enclosing a check; dear sirs; we are shipping (or) we shipped your order; we acknowledge receipt of your letter; we have your letter of last 4th; I remain yours truly; awaiting your reply; I thank you; I am happy to ship

YOU HAVE NOW COMPLETED THE LESSONS AND SELF-TESTS, AND ARE NOW READY FOR THE FINAL EXERCISES. READ THE FOLLOWING LETTERS AND ANSWER THEM. PREPARE THE ENVELOPES AS WELL. WHEN YOU ARE SATISFIED WITH YOUR WORK, TURN THIS PACKET IN TO YOUR INSTRUCTOR.

****

YOUR ANSWERS SHOULD BE SIMILAR IN MEANING TO THESE. IF YOU MISS MORE THAN TWO, CONSULT WITH YOUR INSTRUCTOR. with cordial greetings; I am very truly yours; I acknowledge receipt of your letter; Dear sirs; Juan Banta, Manager, Pomex, Inc.; I am happy to ship; awaiting your letter; I was in your city on the 12th of this month; we are happy to inform you that; I am very cordially yours





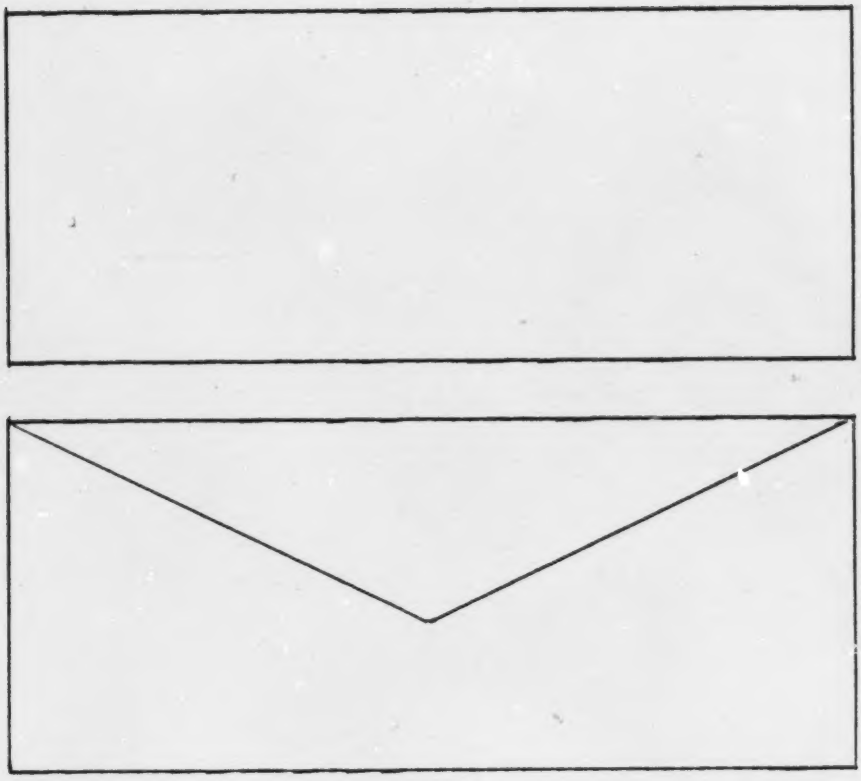
Ponce, 16 de mayo de 1977

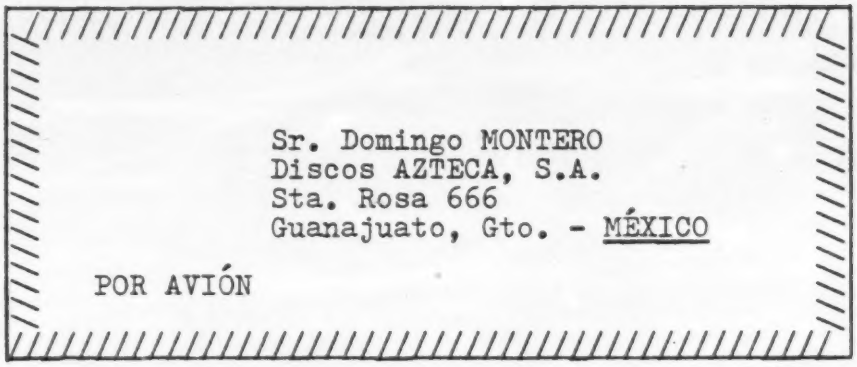
Queridísima Juanita:

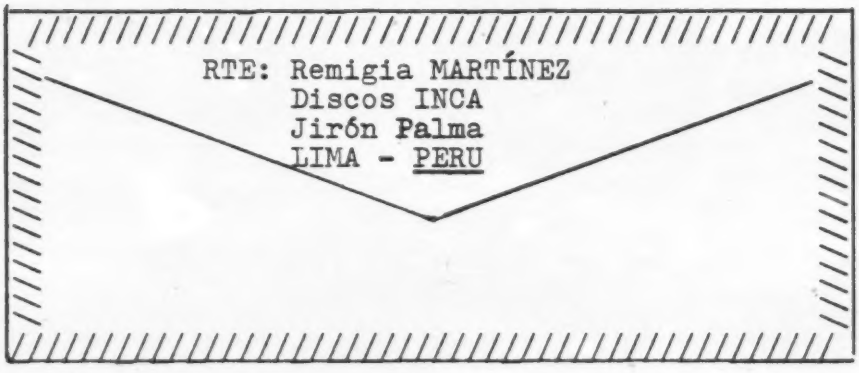
Te mando estas líneas para invitarte a ir conmigo al gran baile del año de esta universidad. Paulito me dijo que Ana va con él. Hay música de Los Gorilas, y todos dicen que son muy buenos. El baile es el día 29 del corriente, y tengo muchas ganas de bailar contigo.

¿Vas a decirme que sí? Te manda muchos besos y abrazos tu novio que se muere por ti

Diego







Lima, 6 de agosto de 1977

Muy estimado Sr. Montero:

Me es grato comunicarle que le despachamos doce (12) cartones de discos el 8 p. pdo., de acuerdo con su pedido. También es necesario participarle que aún no tenemos el pago correspondiente. En su atenta del 22 de junio, Ud. prometió remitirnos un cheque a principios del mes, en la suma de US$ 374.41.

in accordance with

at the beginning of

En espera de su grata y pronta respuesta, me reitero de Ud., muy atentamente

Remigia Martínez
Gerente, Discos
INCA